

# People Plus Time Recording Hurricane Harvey/Irma

### People Plus/Recording Time

GUIDELINES FOR PEOPLE PLUS/RECORDING TIME UNDER A MISSION ASSIGNMENT											
IF	THEN										
Employees who are normally paid 100% from EPM accounts	Only OT hours should be charged to the mission assignment (MA)										
Employees who are normally paid 100% from Trust Funds (Superfund, Oil or LUST)	Your base and OT hours should be charged to the MA										
Employees who are normally paid from a combination of both EPM and Trust	Only the Superfund percentage of your regular hours should be charged to the MA. Your other regular hours (EPM) cannot be charged to the MA. ALL your OT hours can be charged to the MA										

#### Site Specific Charging Calculator

To assist you in allocating your time, you may want to utilize the Calculator attached to this message

	<b>,</b> ,		' -					C Calcal		_				
Harvey Incre	ments of 0.25	Calculator	for Site Sp	ecific Char	ging									
This calculator ma	y be used to allocat	e time to severa	al accounts for	the Harvey resp	onse.									
Enter the EAN nerc	entages and daily si	ite hours in the	following table											
	AN on the first line.	ite nours in the	Torrowing tobic											
enter the largest in	ar on the moenic.													
			_		_					_		_		
	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Enter daily site ho	urs 5													
circle dully site no														
Enter FAN percent	ages													
									-1.					
	Site charges	Site charges	Site charges	Site charges	Site charges	Site charges	Site charges	Site charges	Site charges	Site charges	Site charges	Site charges	Site charges	Site charges
	to FAN	to FAN	to FAN	to FAN	to FAN	to FAN	to FAN	to FAN	to FAN	to FAN	to FAN	to FAN	to FAN	to FAN
FAN Percent	0.25	0.25	0.25	0.25	0.25	0.25	0.25	Increments of 0.25	0.25	0.25	0.25	0.25	0.25	0.25
FAN Percent	5.00			0.25			0.25		0.25			0.00		0.25
2	0.00			0.00			0.00		0.00			0.00	0.00	0.0
3	0.00			0.00			0.00		0.00			0.00	0.00	0.0
4	0.00			0.00			0.00		0.00			0.00	0.00	0.0
5	0.00			0.00			0.00		0.00			0.00	0.00	0.0
6	0.00		-	0.00			0.00		0.00	0.00		0.00	0.00	0.0
7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
8	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Total	0 5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0

The account favorite "description" will indicate the percentage of hours to charge per line. Employees charged to multiple accounts are encouraged to use the attached "site specific charging calculator" to assist with hour breakout by account. Please note hours are charged in increments of .25%.

Forward all your question to EOC Finance Desk.

#### **CALCULATOR for Increments of 0.25% for Site Specific Charging**

Enter the Date for each day listed on the spread sheet

0									
7		Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun
8	Date	9/10/2017	9/11/2017						

Enter Daily Site hours: Enter the number of hours worked

### Hours will auto populate in the Site Charges to fan increment column

		Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed
Date		9/10/2017	9/11/2017	9/12/2017	9/13/2017	9/14/2017	9/15/2017	9/16/2017	9/17/2017	9/18/2017	9/20/2017	
Enter d	ally site hours	8	8	8	8	8	8	8	8	8	8	
Enter F	AN percentages											
FAN	Percent	Site charges to FAN Increments of 0.25										
	ı	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00
	2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Percent: Enter the percentage of time that is to be charged to each line of site accounting listed in your pp+ favorites.

Enter F	AN percent	ages											
		Site of		Site charges to FAN									
			Increments of	Increments of	Increments of	Increments of	Increments of	Increments of	Increments of	Increments of	Increments of	Increments of	Increments of
FAN	Percent		0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
	l I	60	1.25	1.25	4.75	4.75	4.75	4.75	4.75	4.75	4.75	4.75	0.00
1		40	0.75	0.75	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	0.00

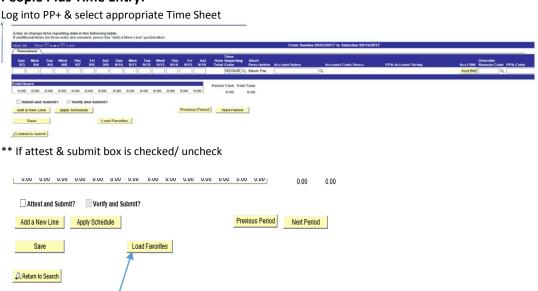
## Spread sheet will auto populate the number of hours to enter into people plus time card

12	FAN	Percent		Site charges to FAN Increments of 0.25										
13	1		60	4.75	4.75	4.75	4.75	4.75	4.75	4.75	4.75	4.75	4.75	0.00
14	2		40	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	0.00
15	3			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	4		- 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	5			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	6			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	7			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	8			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21	9			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22	10			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23	Total		100	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00



# People Plus Time Recording Hurricane Harvey/Irma

### **People Plus Time Entry:**



Select: Load Favorites

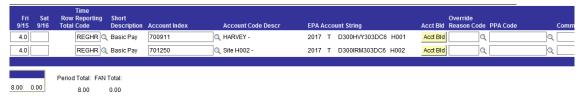
Your assigned response accoungint codes will populate to your time card(Example)



**Example Base Hrs**: Your Schedule is M-F 8hr per day, & you are working in the EOC Your Base Hrs will be charged to the account code you are supporting



**Example Splitting Hrs**: 8hr work day/ 4hrs work in support of Harvey Response support & 4hrs worked in support of IRMA. 4.0 Hrs Charged to Harvey & 4.0 Hrs charged to IRMA=8hrs



## COMP Time: (8/28/17 thru 9/16/17)

COMP time will be charged to your regular FAN, in the Comments field annotate:

COMP time earned for Harvey Response enter: H001 COMP COMP time earned for Harvey Response enter: H002 COMP

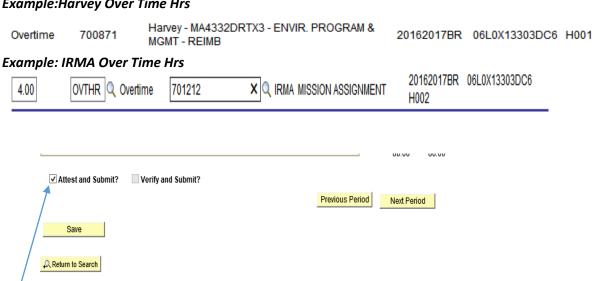


### **Overtime Hrs**

Attest & submit & Save

Overtime hrs will be charged to the appropriate Mission Assignment

## **Example:**Harvey Over Time Hrs



Acct Bld